

Meeting Minutes
Harris County Emergency Services District No. 7

The Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 7** held a meeting on **February 13, 2020 at 6:30 PM** at the following location in the District, **Spring Fire Department Administration Building, 656 East Louetta Road, Spring, Texas 77373.**

Bob Schmanski	President	(Present)
Gayle Fuller	Vice-President	(Present)
Keith Willingham	Secretary	(Present)
Todd Anderson	Treasurer	(Present)
Melanie Gander	Asst. Treasure	(Present)

Also in attendance:

Scott Seifert, Fire Chief Spring Fire Department
Jerod Davenport, Spring FD Deputy Chief
Renee Butler, McLennan & Associates, District Bookkeepers
John Peeler, Coveler & Peeler, District Legal Counsel
Terry Lynch, JT Lynch Company, LLC
Andy Lynch, JT Lynch Company, LLC
Jeff Lynch, JT Lynch Company, LLC
Steve Schoonover, Spring FD Senior Captain
Shannon Taylor, HCESD7 Administrator

Call meeting to order

President Bob Schmanski called the meeting to ORDER at 6:30pm.

To receive public comment

No public comment was made.

Review and take action on matters relating to calling an election to be held on May 2, 2020.

Approve an Order calling for an election under Texas Health and Safety Code Section 775.0345. Three seats are up for election on the District Board. District Legal Counsel, John Peeler, proposed using Hart InterCivic Inc for election services. Motion made by Commissioner Willingham to approve Hart InterCivic Inc. to service the election, second by Commissioner Fuller. Motion approved 5-0.

6:34 P.M. CLOSED SESSION

To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.

To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

7:15 P.M. RECONVENE FROM CLOSED SESSION

To review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances and legal actions related to real estate.

Motion by Commissioner Willingham to authorize Terry Lynch with JT Lynch Co., LLC to engage bids for clearing & dirt work at the James C. Leo property, not to exceed \$35,000.00. Second by Commissioner Anderson. Motion approved 5-0.

To review and take action regarding master plan or site planning for the proposed training facility.

No action taken by the Board.

To review and take action on financial matters including, financial report, investments, depository institutions, depository security agreements, Investment Policy, and District bills.

Renee Butler with McLennan & Associates presented the Cash Report Summary from 1/17/20 to 2/13/20, and noted a sales tax revenue of \$1,751,379.54. Ms. Butler presented the investment reports for the January to February period. She noted that the DAC, Ltd. Promissory Note will be paid off by the amount listed for payment tonight. Motion made by Commissioner Fuller to approve the bookkeeper's report and pay bills as presented, second by Commissioner Willingham. Motion approved 5 - 0.

To review, discuss and take action on District budget(s).

Ms. Butler will revise the budget to show the 50 acres paid off.

To review and take action on amendments to Spring Fire Department budget(s) and district funding of same.

No action taken by the Board.

To review and take action to amend fire protection contract with Spring Fire Department.

District Legal Counsel, John Peeler, stated the Board approved to extend the contract through the 1st Quarter of 2020 at January's meeting. No action taken by the Board.

To review and take action on the payment of operations and capital funding pursuant to service agreement with the Spring Fire Department.

No action taken by the Board.

To review and take action on matters related to financing, payment and acquisition of capital items, including equipment and vehicles, and action on debt, including retiring debt or incurring debt to finance the construction of District facilities or acquire equipment.

Fire Chief Scott Seifert presented a proposal from Ward Diesel for an in-line device placed on approved apparatus to contain toxic fumes when idling. During review, Chief Seifert presented information on this product being sold by a sole source provider. Counsel reported that he reviewed the documentation presented by the vendor and did not dispute their representation as a sole source provider. Motion by Commissioner Willingham to approve the quote \$227,215.56 from Ward Diesel without going out for bids as Ward is the sole source provider of the product. Second by Commissioner Fuller. Motion approved 5-0.

To review and take action on sales tax matters.

No action taken by the Board.

To review and take action regarding insurance.

Commissioner Willingham is reviewing insurance renewal policies, looking at coverage details, deductibles, and workers compensation. Most of the injuries occur in training, the station gyms and improper lifting. Mr. Willingham suggested providing employee incentives if possible. The

Texas Mutual policy for ESD members' Out of Network annual premium payment is \$326.00. Commissioner Willingham made a motion to accept the \$326.00, second by Commissioner Schmanski. Motion approved 5-0.

To review and take any action regarding construction, improvements, repairs renovations to District real property and stations, including construction payments, change orders, permits, engaging architect(s) or engineer(s), and selecting contractor(s), including but not limited to administrative or maintenance facilities and all District and Department stations.

Motion by Commissioner Fuller to approve a proposal for \$3,600.00 to close off the property behind Station 71 with a steel fence. Second by Commissioner Willingham. Motion approved 5-0.

7:58 P.M. RECESS

8:01 P.M. RECONVENE IN OPEN SESSION

Items 18 and 26 are combined. Fire Chief's Report of Service Provisions and SFD business, including current and long range information exchange.

Fire Chief Scott Seifert presented the following: 1) A check to the ESD Board for \$1,212,407.39 under budget funds and \$11,849.65 reward incentives for using department credit cards. 2) Profit and Loss reports and Fire Reports had no questions. 3) A PowerPoint presentation included department statistics, sales tax, incident types, noting a large volume of EMS calls vs. fire and similar calls, dollar loss of property and response time. Paying off 52 acres (the proposed Training Facility), which is currently in the design phase of property. Potential new station - 1.4 acres on the east side of I-45 North. Proposed future apparatus and future personnel.

To review and take action regarding the disposition of surplus and salvage property.

No action taken by the Board.

To review and act on ISO re-grade and actions necessary regarding water supply.

ISO rating is in progress. No action taken by the Board.

To review and take action on mutual aid agreement(s).

No action taken by the Board.

To review and take action on matters related to communications, dispatching, or traffic preemption, including approving inter local agreements or purchasing equipment.

No action taken by the Board.

To review and take action regarding communication and outreach to District residents regarding District activities, including presentation from consultants, action on District technology needs, including equipment, software/licenses and District website.

A video is in the works to update the public on the status of the fire department. No action taken by the Board.

Receive ESD committee reports.

No action taken by the Board.

To review and take action regarding municipal actions affecting the District.

District Legal Counsel will follow up with HCAD and provide additional information when it is available.

To review and take action on any issues related to the District's transition to become the direct provider of fire protection services, including: acquisition of necessary assets; employment of fire suppression staff, command staff, and administrative staff; issues related to the coverage of the District territory; and cooperation with neighboring providers.

This matter was discussed with the Fire Chief's Report of Service Provisions and SFD business above.

To review and take action on personnel matters, including policies, scheduling, evaluations, benefits, compensation, hiring, retention and evaluation of District employees, including District command staff, administrative staff, and suppression personnel.

1) TCDRS (Texas County & District Retirement System) pension plan, Chief Seifert asked the Board to consider the 5 year vesting, 20 year retirement, Rule of 75 and 2.5 to 1 employer match. Converting to a pension plan will save \$500,000.00 over the 401k plan. Commissioner Willingham made a Motion to accept the presented pension plan, second by Commissioner Fuller. Motion approved 5-0.

2) Training Captain position is posted. 3) Full Time Firefighter position - 72 applicants, 63 completed applications, 36 people tested, 25 will take the Physical Ability Test (P.A.T), 12 positions to fill.

To review and approve minutes of prior meetings.

A correction to January's minutes include the fire protection contract with Spring Fire Department should read: "Extended through the 1st Quarter of 2020." Motion by Commissioner Schmanski to approve the minutes with the noted correction. Second by Commissioner Willingham. Motion approved 5-0.

To review and take action to schedule the next regular monthly meeting date as well as any items that need to be on the next meeting agenda.

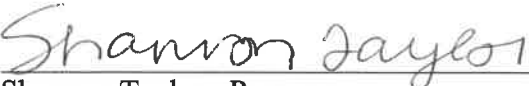
The next Board meeting will be held on Thursday, March 19, 2020.

Adjourn.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Anderson, second by Commissioner Willingham. The meeting is adjourned at 9:23 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor Preparer